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*Office Memorandum***SECRET**  
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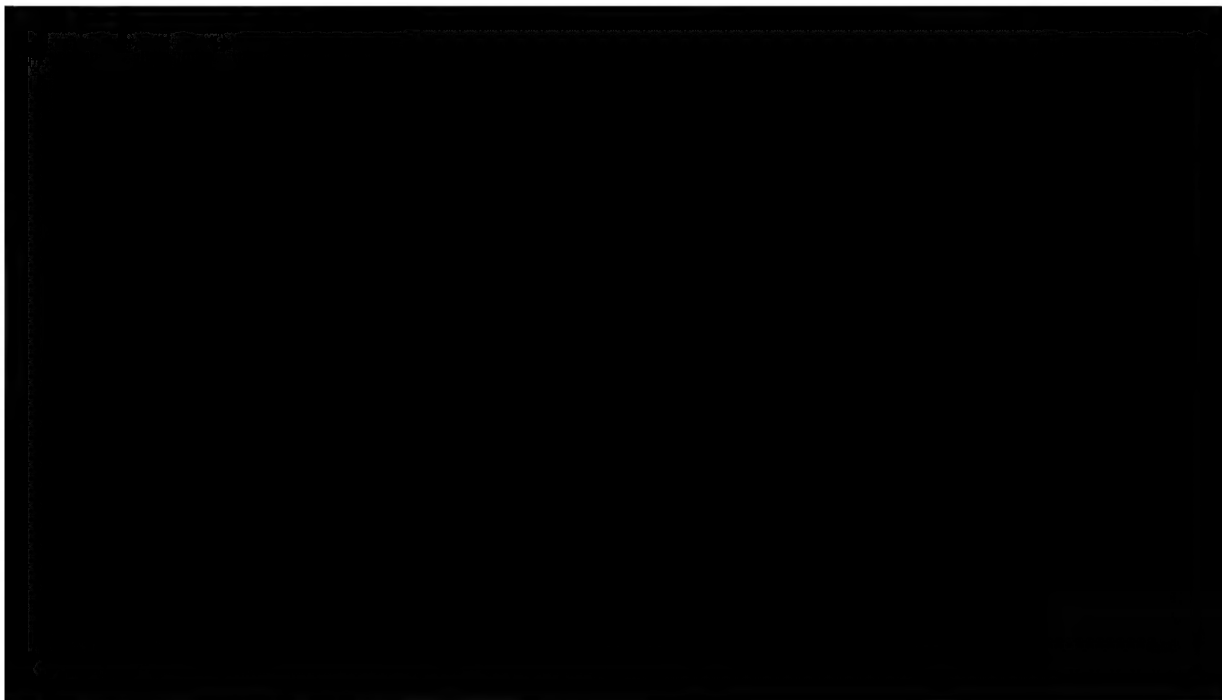
UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: AUG 20 1953

FROM : Chief, Transportation Division

SUBJECT: Weekly Activity Report

1. GENERAL

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2. PROJECTS AND STUDIES IN PROCESSa. Survey of the Operations, Management and Maintenance of Agency Trucks in the Departmental Area. (continued - completed)

This survey is still under way. Since recommendations will be submitted to the Chief of Logistics upon completion, this item will not be reported again.

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b. A Review of Assignment and Use of Automobiles, Station Wagons, and Chauffeurs (continued - completed)

Bulletin No. 54-1, dated August 7, 1953, from the Executive Office of the President, Bureau of the Budget, signed by Mr. Dodge, Director, calls for a report of the use of automobiles, station wagons and chauffeurs to be submitted not later than 1 October 1953. Oral instructions were issued to the Chief, Transportation Division, by the Acting Deputy Director (Administration) in the presence of the Chief of Logistics. Deadline dates were given for submitting the report. Since this is a special report and will be shown to the Chief of Logistics prior to transmitting it to the Comptroller, this item will not be reported again.

c. Use of Military Channels (new - complete)

At a conference with representatives of the Eastern Europe Division, representatives of the Transportation Division pointed out that shipments could be made more economically and more expeditiously

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to other divisions whenever appropriate in order to effect economy. In this connection it is pointed out that the Operating Divisions have the authority to direct how shipment is to be made on Form 36-4.

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d. Intransit Storage of Personal Effects, [REDACTED] Warehouse  
(new - complete)

Eight shipments of personal effects consisting of nine cases  
[REDACTED] Ware-  
house pending disposition of the individuals returning from Europe.

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e. Promotion Action for Traffic Officer (new - completed)

At approximately 1700 hours Friday, 14 August, the ADD/A (Colonel White) informed the Chief, Transportation Division, by telephone that: A request for promotion of an employee now assigned overseas had been delayed in DDP; action should be expedited, and if Chief, Transportation Division, would get the file from ADD/A's office and give his comments, prompt action would be taken. On 15 August, Saturday, the Chief, Transportation Division went to the office of the ADD/A, reviewed the file and recommended to the ADD/A personally that [REDACTED] overseas be promoted from a GS-12 to a GS-13. No further action required by Transportation Division.

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f. Trucking Operations and Other Highway Activities (new - completed)

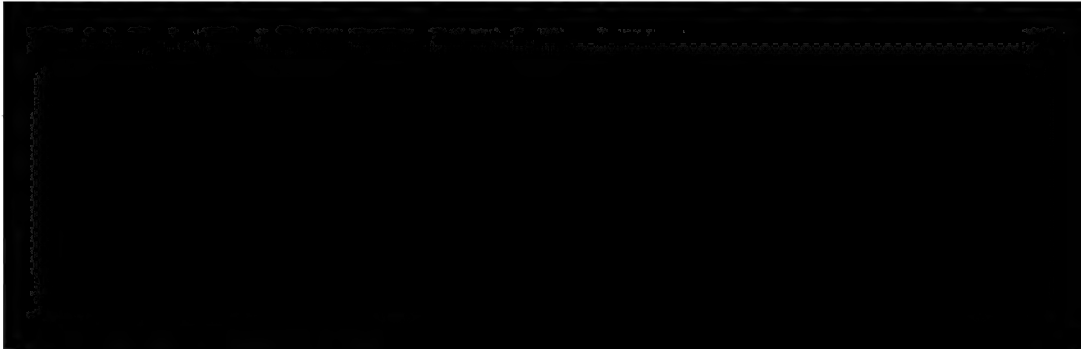
(1) During the week of 10 August through 15 August 1953, there were five (5) out of town trips to the New York City area. A total of 514 cases weighing 83,256 pounds was moved on these trips. Total truck mileage for the week was 8,318 miles. There

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were 87 local trips.

(2) Two (2) Agency-owned automobiles were processed for overseas shipment and driven to New York City by Highway Branch personnel. Two (2) privately-owned automobiles were driven to New York City by Highway Branch personnel.

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4. SPECIAL PROBLEMS

a. Return of Household Effects Without Prior Notification  
(continued item)

No change. Further action on the part of the Transportation Division in this matter is withheld pending further information from the FE Division. The household effects belonged to employees transferred (PCS) from [REDACTED]

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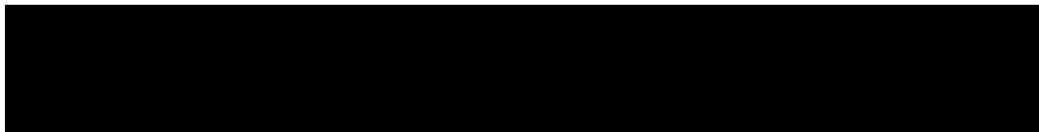
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expedite the shipment and the [REDACTED] handling. However, a few days later, after appropriate action was taken to expedite the shipment, the WH Division placed a "hold order" on the shipment, stating that circumstances had changed and the vehicles may not be required at destination originally intended.

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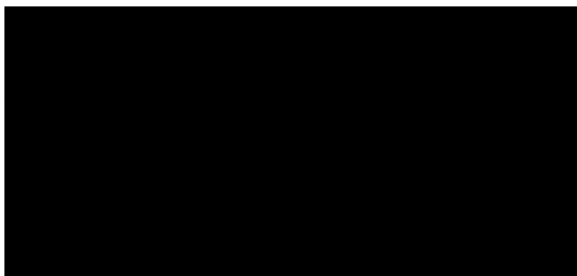
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5. MAJOR OBJECTIVES

A resume of major objectives will be reported in the Weekly Activity Report for next week.



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